Communication Policy

Rationale

St Francis Xavier Primary School is committed to open, transparent and effective communication with all stakeholders. This Communication Policy meets the requirements under Schedule 4, clause 12 of the Education and Training Reform Regulations 2017. Schools are required to demonstrate the communication of policies and procedures relating care, safety and welfare of students to staff, students, parents, guardians and the school community.

This policy aims to ensure that:

- effective communication between the school community members takes place;
- processes are in place to allow open and honest communication amongst all school community members;
- confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations;
- clear, positive and fair processes and guidelines are provided which allow issues or concerns to be aired and resolved in a timely, effective and respectful manner.

Policy Statement

Effective communication is essential in providing students, teachers, parents and the community with the necessary information to make appropriate decisions. St Francis Xavier Primary School is committed to using communication processes and techniques to build positive learning environments for students, staff and parents in order to inspire and educate all students to succeed in becoming productive and valued citizens.

Electronic communication is the primary method of communication at St Francis Xavier Primary School. This includes the school website, newsletters, email communications, SIMON Learning Management System, via approved Apps and telephone.

In addition to electronic communication, members of the school community may request printed copies of policies and other documents from the reception of the School. The availability of interpreters or having key documents in community languages can also assist with communication and can be requested.

Members of the community will have regular, formal opportunities for engagement with the school staff and this includes: Open Days, Parent/Teacher/Student conferences, Parent Information sessions, or more informal face to face meetings with classroom teachers and principals as required and other events in which the school community is encouraged to participate. Dates for these events are published in the

School Newsletter. If wanting to make an appointment with your child's teacher or the principal please make contact through the office.

At St Francis Xavier Primary School we have a commitment to transparent, professional and respectful engagement and communications with the members of its school community that considers appropriate privacy and confidentiality principles.

Communication overview

School Improvement Plan: compiled in collaboration with DOBCEL, school leaders and in consultation with the wider school community. It proposes commitments to key improvement strategies and intended outcomes for the School over the School Improvement Cycle, usually four years. An Annual Action Plan is developed to outline the incremental progress towards the commitments each year. This is available to families on request.

School Policies: Policies are available on the school's website or, upon request, from the school office.

Parent Handbook: Parent Handbook is provided to new families at the time of enrolment. A current version is also available on the school website.

School Newsletter: The newsletter is published each Monday and is made available on the school website, Skoolbag App, via email, hard copy from Office.

Principal's meetings with the School Advisory Council (SAC): provides an opportunity for the Principal to highlight resourcing and operational issues relevant to the general school community. These meetings are held monthly at St Francis Xavier Primary School.

Parent Information Nights: provides information to the school community. It includes the opportunity for all parents at the commencement of the school year. Dates are advertised in the School Newsletter

Parent-Teacher-Child Led Conversations/Conferences: formal meetings held at least twice yearly (usually in Term 1 and 3), and at other times on request. Information regarding these meetings are advertised in the newsletter.

Academic reports (written): Schools must issue twice yearly at the end of Term 2 and Term 4. Reports are available to parents via PAM (Parent Access Module) or hard copy by request to the school Office.

Communication with Staff Members

St Francis Xavier communicates with the school community, mainly through Newsletters, NewsBlasts, Facebook or the Skoolbag app, available to download through apple or android store. Many classroom teachers are also using an app called SeaSaw to communicate directly with their class community.

We also welcome the opportunity to meet face to face but please be aware that these cannot happen during class time. If you wish to meet with a teacher it is best to either phone the school office or email the teacher to organise a time that is mutually agreeable to both. Teachers email addresses are created by using the initial letter of their first name with their surname followed by @sfxballarat.catholic.edu.au, eg. John Smith - jsmith@sfxballarat.catholic.edu.au.

It is an expectation that all correspondence or meetings are held in a respectful and nonaggressive or abusive manner, in times of frustration, this can be a challenge for some people but all members of our school community (staff, students, parents and visitors) are entitled to be treated with dignity, it is at the heart of our Catholic ethos.

Appointments with the Principal or other staff members other than classroom teachers can be made through the school Office.

App	Purpose	Link
	Facebook Online community, news, events, photos, updates, reminders.	https://www.facebook.com/sfxballarat.catholic.edu.au
	Instagram Online community, news, events, photos, updates, reminders.	https://www.instagram.com/sfxpsballarat/?hl=en @sfxpsballarat
	Seesaw Student driven digital portfolios and parent communication.	https://web.seesaw.me/
	SkoolBag SFX PS school app, messaging and parent information system.	https://www.moqproducts.com.au/skoolbag/
	Flexischools Online ordering and payments system.	https://www.flexischools.com.au/
	Operoo Online forms, medical records and field trip consent system.	https://www.operoo.com/
	YouTube A video sharing service to upload school videos.	https://www.youtube.com/channel/UC6-9K7Mz1Xjk3FnHYKM8L_A
	PAM Access to school reports and booking student-led conferences	https://pam.sfxballarat.catholic.edu.au/Login/Default.aspx

School Interviews

Online school interview bookings.

https://www.schoolinterviews.com.au/

LinkedIn

A social network that focuses on professional networking and career development.

https://www.linkedin.com/company/st-francis-xavier-primary-school-ballarat-east

School Website

Provides timely, engaging, and information to current and prospective parents, students, staff, and community.

http://www.sfxballarat.catholic.edu.au/

Policies and Procedures

The following are available on the school website and can also be made available in hard copy for collection:

- School Vision, Mission and Philosophy Statement
- Annual Report to the School Community
- Privacy Policy
- Statement that the school adheres to the Democratic Principles
- Enrolment Policy, including School Fees and Levies
- Code of Conduct for Students and Parents
- Anaphylaxis management
- Attendance policy
- Child Safety Policy
- Child safety commitment statement
- Child protection – responding and reporting obligations
- Child Safety Code of Conduct
- Complaints Handling Policy
- Communications Policy
- School Duty of Care Policy
- Emergency Bushfire Management
- Arrangements for ill students
- First Aid and Student Medical Management (i.e. Asthma, Administration of medicine)
- Anti-bullying and Harassment Policy
- Digital Technologies Policy
- Mandatory Reporting Policy

- Reportable Conduct Policy
- Pastoral Care and Wellbeing Policy
- Student Behaviour Management Policy
- Supervision of Students Policy
- School Student Supervision Information for Parents
- Information for Volunteers